



Career Opportunity This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Title of Position: Museum Technician
Announcement Number: SIHMSG-22-0912
Number of Vacancy: 1

OPEN DATE:	September 9, 2022
CLOSING DATE:	September 23, 2022
SALARY RANGE:	(\$50,643 -\$54,018)
POSITION TYPE:	Trust Fund
APPOINTMENT TYPE:	Indefinite
SCHEDULE:	Full Time
DUTY LOCATION:	Washington DC

Position sensitivity and risk
[Non-sensitive \(NS\)/Low Risk](#)

Open to all qualified applicants

The Smithsonian provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for the application or hiring process, please call 202-633-6409 (TTY).

The Smithsonian Institution is an **Equal Opportunity Employer**. We believe that a workforce comprising a variety of educational, cultural, and experiential backgrounds support and enhance our daily work life and contribute to the richness of our exhibitions and programs. See Smithsonian EEO program information: www.si.edu/oema

KEY REQUIREMENTS

- Pass Pre-employment Background Check and Subsequent Background Investigation for position designated as low risk
- Complete a 1-year Probationary Period
- Maintain a Bank Account for Direct Deposit/Electronic Transfer
- Males born after 12/31/59 must be registered with Selective Service
- Authorized to work in the U.S. without sponsorship

Conditions of Employment

- COVID-19 VACCINATION REQUIREMENTS: For the latest information on the COVID-19 vaccination requirements and its impact on your application, click on Smithsonian Institution's [Frequently Asked Questions](#).

OVERVIEW

The Hirshhorn Museum and Sculpture Garden (HMSG) is a leading voice for contemporary art and culture and provides a national platform for the art and artists of our time. We seek to share the transformative power of modern and contemporary art with audiences at all levels of awareness and understanding by creating meaningful, personal experiences in which art, artists, audiences, and ideas converge. We enhance public understanding and appreciation of contemporary art through acquisition, exhibitions, education and public programs, conservation, and research.

Information about the role:

The Collections Care and Management Department is responsible for the care, preservation, and documentation of all works of art at the museum. The incumbent serves as a museum technician, reporting to the Director of Collections Management, providing technical assistance and support in the broad areas of collection stewardship.

Key responsibilities include:

- Assisting in collecting, organizing, and preparing material related to HMSG collections, exhibitions, publications, or other projects, and performing basic research.
- Assisting in maintaining standards, policies, and operating procedures for acquisitions, receipt, deaccessioning, loans, packing, shipping logistics, conservation, physical care, storage, documentation, and inventory.
- Assisting with the Museum environmental monitoring program that will help identify deterioration sources arising from light and incorrect temperature and relative humidity.
- Ordering equipment and supplies associated with the functions of the Collection Management department and tracking the orders during the procurement process.
- Checking and keeping accounts of conservation lab supplies of adhesives, papers, fabrics, chemicals, solvents, and reordering them when necessary.
- Assisting with the registration tasks associated with loans, accessions, and deaccessions using relevant databases and tools, including participating in the Museum's courier efforts as assigned.
- Managing the digital assets for the department, including entering conservation reports, images, and other pertinent information into the Museum's database (TMS).

Education/Knowledge /Qualifications: In order to qualify for this position, applicants must possess one year of specialized experience equivalent to at least the GS-05 level in the Federal Service or comparable pay band system. For this position specialized experience is defined as applying collection management principles, policies, standards, and practices in the museum setting; handling fragile and valuable artifacts; preparing artifacts for movement, proper storage and cataloging; cataloging; and digitization. Bachelor's degree (B.A.) from an accredited four-year college or university and/or 3-5 years of related experience training; or equivalent combination of education and experience.

Knowledge and experience required for this role include but are not limited to:

- Knowledge of special techniques used in processing and digitizing data related to the collections and disciplines.
- Ability to order equipment and supplies and track the orders; Ability to organize information and processes.
- Knowledge of The Museum System (TMS) or similar database software to generate and maintain collection-based reports and records.
- Knowledge of basic preservation procedures and policies, including gallery inspections to monitor the condition of artworks.

Please note:

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery." Any false statement in your application may result in your application being rejected and may also result in termination after employment begins.

Applicants, who wish to qualify based on education completed outside the United States, must be deemed equivalent to higher education programs of U.S. Institutions by an organization that specializes in the interpretation of foreign educational credentials. This documentation is the responsibility of the applicant and should be included as part of your application package.

To Apply:

Please forward a resume, and cover letter to:	HMSG-HR@si.edu Please include the position title: CCMD Museum Technician in the subject line.
Applications received on or before Friday, September 23, 2022, at 5pm ET will be considered. Resumes should include a description of your paid and non-paid work experience that is related to this job; starting and ending dates of job (month and year); and average number of hours worked per week.	
Once the vacancy announcement closes, we will review your experience and credentials to determine if there is a match against the requirements of this open position. What to expect next: After our review of applicants is completed, qualified candidates' résumés will be referred to the hiring manager.	

Relocation expenses are not paid.

The Smithsonian values employee wellness, work-life balance and offers a number of exceptional benefits to its employees. To review our Benefit programs please use the click the link:
<https://www.si.edu/ohr/benefits>

We ask that the attached Applicant Demographic Survey Form be completed by candidates, except **Smithsonian Institution employees**, and returned with application materials. This form is for gathering statistical information and will not be considered a part of the application.

DEMOGRAPHIC INFORMATION ON APPLICANTS

OMB No.: 3046-0046

Expiration Date: 7/31/2023

Vacancy Announcement No.
Position Title:

YOUR PRIVACY IS PROTECTED

This information is used to determine if our equal employment opportunity efforts are reaching all segments of the population, consistent with Federal equal employment opportunity laws. Responses to these questions are voluntary. Your responses will not be shown to the panel rating the applications, to the official selecting an applicant for a position, or to anyone else who can affect your application. This form will not be placed in your Personnel file, nor will it be provided to your supervisors in your employing office should you be hired. The aggregate information collected through this form will be kept private to the extent permitted by law. See the Privacy Act Statement below for more information.

Completion of this form is voluntary. No individual personnel selections are made based on this information. There will be no impact on your application if you choose not to answer any of these questions.

Thank you for helping us to provide better service.

1. How did you learn about this position? (Check One):

- Agency Internet Site recruitment
- Private Employment Web Site
- Other Internet Site
- Job Fair
- Newspaper or magazine
- Agency or other Federal government on campus
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School or college counselor or other official
Friend or relative working for this agency.
Private Employment Office
Agency Human Resources Department (bulletin board or other announcement)
Federal, State, or Local Job Information Center
Other

2. Sex (Check One):

- Male
 Female

3. Ethnicity (Check One):

- Hispanic or Latino** - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
 Not Hispanic or Latino

4. Race (Check all that apply):

- American Indian or Alaska Native** - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
 Asian - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
 Black or African American - a person having origins in any of the black racial groups of Africa.
 Native Hawaiian or Other Pacific Islander - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
 White - a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

5. Disability/Serious Health Condition

The next questions address disability and serious health conditions. Your responses will ensure that our outreach and recruitment policies are reaching a wide range of individuals with physical or mental conditions. Consider your answers without the use of medication and aids (except eyeglasses) or the help of another person.

A. Do you have any of the following? Check all boxes that apply to you:

- Deaf or serious difficulty hearing
 Blind or serious difficulty seeing even when wearing glasses
 Missing an arm, leg, hand, or foot
 Paralysis: Partial or complete paralysis (any cause)
 Significant Disfigurement: for example, severe disfigurements caused by burns, wounds, accidents, or congenital disorders
 Significant Mobility Impairment: for example, uses a wheelchair, scooter, walker or uses a leg brace to walk
 Significant Psychiatric Disorder: for example, bipolar disorder, schizophrenia, PTSD, or major depression
 Intellectual Disability (formerly described as mental retardation)
 Developmental Disability: for example, cerebral palsy or autism spectrum disorder
 Traumatic Brain Injury
 Epilepsy or other seizure disorder
 Other disability or serious health condition: for example, diabetes, cancer, cardiovascular disease, anxiety disorder, or HIV infection; a learning disability, a speech impairment, or a hearing impairment (if this applies to you, please go to Section A.1.)

If you did not select one of the options above, please indicate whether.

- None of the conditions listed above apply to me.
 I do not wish to answer questions regarding disability/health conditions.

A.1. Other Disability or Serious Health Condition (Optional)

You indicated that you have a disability or a serious health condition. If you are willing, please select the conditions listed below that apply to you. As explained above, your responses will not be shown to the panel rating the applications, to the selecting official, or to anyone else who can affect your application. All responses will remain private to the extent permitted by law. See the Privacy Act Statement below for more information.

Please check all that apply:

- I do not wish to specify any condition.
- Alcoholism
- Cancer
- Cardiovascular or heart disease
- Crohn's disease, irritable bowel syndrome, or other gastrointestinal impairment
- Depression, anxiety disorder, or other psychological disorder
- Diabetes or other metabolic disease
- Difficulty seeing even when wearing glasses
- Hearing impairment
- History of drug addiction (but not currently using illegal drugs)
- HIV Infection/AIDS or other immune disorder
- Kidney dysfunction: for example, requires dialysis
- Learning disabilities or ADHD
- Liver disease: for example, hepatitis or cirrhosis
- Lupus, fibromyalgia, rheumatoid arthritis, or other autoimmune disorder
- Morbid obesity
- Nervous system disorder: for example, migraine headaches,
- Parkinson's disease, or multiple sclerosis
- Non-paralytic orthopedic impairments: for example, chronic pain, stiffness, weakness in bones or joints, or some loss of ability to use parts of the body
- Orthopedic impairments or osteo-arthritis
- Pulmonary or respiratory impairment: for example, asthma, chronic bronchitis, or TB
- Sickle cell anemia, hemophilia, or other blood disease
- Speech impairment
- Spinal abnormalities: for example, spina bifida or scoliosis
- Thyroid dysfunction or other endocrine disorder
- Other. Please identify the disability/health condition, if willing:

PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENTS

Privacy Act Statement: This Privacy Act Statement is provided pursuant to 5 U.S.C. 552a (commonly known as the Privacy Act of 1974). The authority for this form is 5 U.S.C. 7201, which provides that the Office of Personnel Management shall implement a minority recruitment program, by the Uniform Guidelines on Employee Selection Procedures, 29 C.F.R. Part 1607.4, which requires collection of demographic data to determine if a selection procedure has an unlawful disparate impact, and by Section 501 of the Rehabilitation Act of 1973, which requires federal agencies to prepare affirmative action plans for the hiring and advancement of people with disabilities. Data relating to an individual applicant are not provided to selecting officials. This form will be seen by Human Resource Personnel in the Office of Personnel Management (who are not involved in considering an applicant for a particular job) and by Equal Employment Opportunity Commission officials who will receive aggregate, non-identifiable data from the Office of Personnel Management derived from this form.

Purpose and Routine Uses: The aggregate, non-identifiable information summarizing all applicants for a position will be used by the Office of Personnel Management and by the Equal Employment Opportunity Commission to determine if the executive branch of the Federal Government is effectively recruiting and selecting individuals from all segments of the population. **Effects of Nondisclosure:** Providing this information is voluntary. No individual personnel selections are made based on this information. There will be no impact on your application if you choose not to answer any of these questions.

Paperwork Reduction Act Statement: The Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et. seq.,) requires us to inform you that this information is being collected for planning and assessing affirmative employment program initiatives. Response to this request is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. The estimated burden of completing this form is five (5) minutes per response, including the time for reviewing instructions. Direct comments regarding the burden estimate or any other aspect of this form to [INSERT: Agency name and address] and to the Office of Management Budget, Office of Information and Regulatory Affairs, Washington, DC 20503.